

Custom Development

Functional Specification – Definition			
(Please do not modify the data in this table, it is set on the server using the Properties Page, then populated here)			
Phase	Analysis		
Start Date	January 1, 2001 12:00:00 AM PST	Stop Date	October 26, 2004
Priority	Medium	Deliverable ID	OIFPY041

Functional Specification – Header	
Associated Activity	n/a
Technical Design	n/a

Related Documents

Please insert links to related Documents (Process Model Reference)

Related Document	Comment
OIFPY041_outbound_mapping.xls	Outbound mapping

Functional Specification Description

The Office of Financial Management (OFM) processes travel and other expense reimbursements for State of Washington employees using OFM's Travel Voucher System (TVS). If an employee is due a travel reimbursement and currently receives an EFT for his/her regular pay, he/she has the option to receive the reimbursement to the same bank account. OFM requires access to the bank account information stored in HRMS/SAP..

This outbound interface provides bank account information for employees who currently receive EFT (Electronic Funds Transfer) within the SAP/HRMS system. Reimbursement requests through OFM are paid daily so employee bank account information will be sent daily from SAP to OFM. This interface file will contain one bank account record for each "active" employee with a direct deposit bank account established in SAP. Only one bank account will be selected which will be identified in SAP as the "Main Bank" (Bank Detail Type – infotype 0009).

This is a new interface format that is driven by SAP field types and lengths, with file format of fixed width ASCII text and will require bridging by OFM to load the file into its existing system. The outbound data file will be placed on a secure FTP (ValiCert) server at DIS. OFM will be required to pull the file from that server.

Development Information

Estimated Hours:

Tech Design: 29

Build & Test: 116

Estimated Production Date: 01/01/2005

Comments: At present, 80% of the state employees are being paid by EFT.

Development Complexity (High/Medium/Low): Medium

General Requirements

Related RICEF objects: None

Assumptions:

1. OFM will install a client to pull this file from the secured FTP (ValiCert) server at DIS.
2. OFM will develop the bridging interface (cross walk) to translate the proposed file format into the format needed by their system.
3. Bank account details of all employees have been properly configured, tested, and transported to the production instance with accurate, complete data in the fields extracted by this interface.
4. 80% of state employees are receiving regular pay via EFT and all might, at some time, be reimbursed by OFM for their travel and other expenses via EFT .
5. Only 1 bank account record for each employee containing the “primary” bank information

Audit/Checks:

The only control total for this interface is # of records written. The audit report will include a date and time stamp.

Transaction Volume: Initially 50,000 records

Frequency (Annual/Bi-monthly, Daily, Hourly, Quarterly, Semi-Annual, Weekly, Monthly):
Daily prior to 7:30 pm

Processing Type (Batch/On-Line): Batch

Initiating process: A scheduled batch job is run in SAP to extract the data for the interface.

Initiating Transaction/Program: N/A

Distribution:

Interface – Interface file is moved to the secured FTP (ValiCert) server at DIS. OFM will be required to pull the file from the server.

Output (Online/Print/Spreadsheet): Audit report to spool file

Summary Level (Detail/Drill Down/Summary): N/A

Audience: See Destination Source System Contact(s) below

Module: Payroll (PY)

Retention Requirements: The interface file is retained for 31 days,

From System(s): SAP R/3 system

To System(s): OFM's Travel Voucher System (TVS)

Responsible Organizations

	Name	Phone #	Location
Process Owner	Todd Jenkins	664-6372	DOP
Source System Contact	Barb Baker	664-6443	DOP
Destination System Contact	Mike Contris	664-7687	OFM

Existing / Sample Programs, Reports, & Forms

Job/Program Name:

S1110005 (On-Line) & S1110070 (Batch) subroutine called by OFM program/s.

HRISD has a test program B1111348 to test the S1110070 subroutine.

Menu / Transaction: N/A

Legacy Report/Form name: N/A

Legacy Program Title: N/A

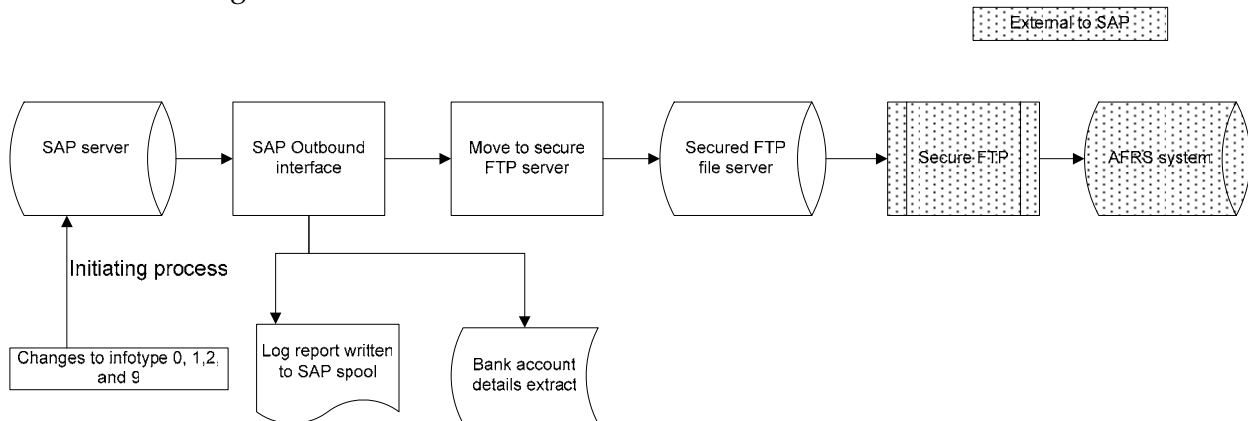
Legacy Report/Form Number: N/A

Legacy File Name: RECORD-BUFIND1/RECORD-BUFEFT1

Related Transactions: N/A

Design

Process Flow Diagram:



Detailed Description:

1. Loop through PA0009
2. Select only employees that
 - Are "active" (PA0000 - STAT2 = '03')
 - Currently have EFT/ACH as a payment method
 - Are not currently in "Pre-Note" status (technical information needed to determine this status)
3. For each employee with a "Main" Bank account:
 - i. Return the Business Area GSBER for each selected PERNR from PA0001.
 - ii. Loop at PA0002 for each selected PERNR and return Last name, First name, Middle name using the SAP SNAME field, and SSN.
 - iii. Return "main" bank account information (Bank key, Bank Account number, and Bank control key) for each selected Personnel number from PA0009
 - iv. Return Employee status (STAT2) from PA0000.
4. Sort by Personnel area.
5. Write control totals to the Audit report.

Performance Considerations: None

Security Requirements: Secure FTP (ValiCert) is necessary due to the transmission of SSNs and bank account data.

Mapping: OIFPY041_outbound_mapping.xls

Design Constraints: None

Report Layout: Use the SAP ALV grid facility for the audit report.

Washington State DOP Bank Details Outbound Interface Audit Report

Run date: 06-04-2004

Run time: 19:40:50

Message1	Message2	Message3
Total records output	###	###

Selection Criteria:

1. Outbound file name and location parameter

Main Heading: N/A

Sub Heading: N/A

Totaling: N/A

Sorting: N/A

Page Breaks: N/A

Extraction Method (IDOC/Custom ABAP): ABAP

Extract File Layout: See mapping section

Load Method (IDOC/BDC/Direct Table Update): N/A

Load File Layout: See mapping section

Interface Type: Outbound

Post Interface Activities:

1. Job to move file to secure FTP (ValiCert) server at DIS.
2. Job to send email notification to the interface file recipient.
3. Production services reviews audit report and looks for data discrepancies.

Testing Requirements

Key Business Test Conditions:

1. Verify Bank details data for Personnel numbers written to files.
2. Test audit report display in online and batch modes.
3. Test control totaling.
4. FTP the file to the secured FTP server at DIS.

Error Handling

Potential Errors:

1. If the interface ends abnormally or if the output file does not reach the target system, the request is executed again.

Notification Procedures:

1. Internal – HRISD production services checks interface batch job status and reviews audit logs as part of normal operating procedures.
2. External – An email is sent to the requesting agency when its outbound interface file has been moved to the secured FTP (ValiCert) server at DIS.

Outstanding Issues or questions:

1. Because the interface cannot be real-time, a custom table will be built at AFRS to hold bank routing numbers/accounts for all State EFT employees (80% of all employees) even though far fewer actually receive reimbursement payments. Is this okay from a personal privacy standpoint? This issue could have a major impact on the design of the interface.
Resolution: OFM already stores this information so they will continue with their existing process. The main difference is not providing a real-time interface which OFM can accommodate the changes that will occur.

2. Because certain reimbursements are tax-free, can the State limit employees to only one direct deposit account? Due to tax audits, separate banks accounts must be maintained so as not to commingle funds. Response: in this case, the employee should choose to be reimbursed via a warrant. **Resolution: We will be sending one bank account (the account that has been defined as the “Main” bank account for the employee in SAP).**



Revision History

<u>Date</u>	<u>Section</u>	<u>Description of change</u>
7/31/2004	Functional Specification Description	Modified
7/14/2004	General Requirements	Assumptions – Server clarified
7/14/2004	General Requirements	Frequency modified
7/31/2004	General Requirements	Initiating Process changed
7/31/2004	General Requirements	Distribution – server specified. Requirement noted.
7/14/2004	General Requirements	Retention requirements expanded; to systems clarified
7/14/2004	Responsible Organizations	Contact information updated
7/14/2004	Design	Detailed description expanded
7/14/2004	Design	Post Interface Activity #1 server specified
7/14/2004	Error Handling	Notification procedure#5 server specified
7/14/2004	Outstanding Issues or Questions	Resolutions added to #1 and #2
10/21/2004	Functional Specification Requirements & Design	Updated changes identified through the FD walkthrough and the Interface Workshop on 9/22/2004 and follow up resolutions. Also, implemented the data type documentation standards for file fields
10/25/2004	Design	Changed from returning Personnel Area to Business Area